

PAYROLL BRANCH, FISCAL DIVISION

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I. FUNCTIONS

The Payroll Branch will:

1. Review all vouchered personnel actions and time and attendance reports for completeness and propriety for payment.
2. Compute and certify vouchered payrolls.
3. Maintain vouchered employee retirement records. Reconcile retirement deductions from vouchered and confidential payrolls with Civil Service Commission on an annual basis and certify all retirement records of CIA to Civil Service Commission.
4. Maintain vouchered employee earnings and tax withholding records. Furnish statement (W-2) to each individual annually. Reconcile taxes withheld from vouchered and confidential payrolls with Internal Revenue Bureau, on a quarterly and annual basis.
5. Maintain vouchered employee United States Savings Bond records. Prepare request to Treasury Department for issuance of bonds. Reconcile bond records with Treasury Department on bi-weekly basis.
6. Maintain vouchered employee annual and sick leave records. Furnish each employee statement of leave balance on annual basis and upon request.
7. Maintain necessary control records for site audit by General Accounting Office.
8. Prepare instructions for preparation and processing of overseas vouchered personal payment vouchers and post audit all vouchered overseas payrolls and living and quarters vouchers. Advise corrective action to adjust discrepancies.
9. Furnish periodic reports to Budget Officer, and Accounts Branch, Fiscal Division, concerning personal services obligations and expenditures.
10. Submit questions as to propriety for payment of specific vouchers to the Comptroller General for decision.
11. Maintain prescribed technical liaison with State, Defense, and Treasury Departments, Civil Service Commission, and General Accounting Office.

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12. Furnish advice to individuals on matters pertaining to the Branch.
13. Approve final Agency clearance for separating vouchered employees.
14. Adjudicate and pay death claims of deceased civilian officers and employees of CIA under Public Law 636, 81st Congress.



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